

## CESA 11 HEAD START JOB DESCRIPTION

<b><u>CLASSIFICATION:</u></b> NON-EXEMPT	<b>TEACHER (3~YEAR~OLD)</b>	<b><u>POLICY COUNCIL APPROVAL:</u></b> NOVEMBER 10, 2016
<b><u>WAGE RATE:</u></b> DETERMINED BY THE CURRENT WAGE GRID		<b><u>SUPERVISOR(S):</u></b> ECE COACH/MENTOR COORDINATOR CENTER DIRECTOR
<b><u>POSITION SUMMARY</u></b> Implements Head Start Performance Standards to 3~year~old children and their families in a classroom setting 4 days per week.		

### **JOB RESPONSIBILITIES**

- ~ Promote a positive climate for learning
- ~ Foster a cohesive group while meeting individual needs
- ~ Provide an environment and schedule to enhance learning
- ~ Facilitate appropriate language and communication with children
- ~ Develop and use appropriate teaching strategies as defined in National Association for the Education of Young Children (NAEYC) Developmentally Appropriate Practices
- ~ Construct and implement appropriate motivation and guidance techniques
- ~ Construct and implement appropriate curriculum for classroom and bus
- ~ Assess children's learning and development
- ~ Establish reciprocal relationships with parents
- ~ Advocate for children and families
- ~ Provide home visits as required by program option served
- ~ Proactively partner effectively with the Family Resource Provider and Early Head Start staff to benefit children and families
- ~ Provide leadership to the teaching team
  - ~ Give clear direction to other adults in the classroom while sharing in the work
  - ~ Classroom staff discuss expectations of each other, discussing roles, how you will communicate with each other
  - ~ Establish scheduled times to review and develop strategies to enhance quality
  - ~ Provide encouragement to team members
  - ~ Establish the expectation of teaming and sharing ideas in planning
  - ~ Make efforts to enhance on the job training ~ explaining the rationale and principles of developmentally appropriate practices and early learning methods
- ~ Promote collaborations with other agencies
- ~ Work effectively with student teachers and volunteers
- ~ Make referrals as needed
- ~ Participate in IEP meetings
- ~ Follow through with individualized Success Plans
- ~ Develop individual and transition plans for children
- ~ Support bus drivers in developing bus riding plans for children as needed
- ~ Be familiar with and follow Head Start Performance Standards and program policies
- ~ Support diversity in classroom and workplace
- ~ Coordinate work schedule to meet program needs

- ~ Interpret for bilingual classes if assigned
  - ~ Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics as a guiding practice
  - ~ Attend all regularly scheduled staff meetings, and if applicable, staffings
  - ~ Attend all component meetings and workshops and/or conferences that are assigned
  - ~ Develop career goals for yourself and work towards these goals
  - ~ Other duties and responsibilities as required
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## **CRITICAL SUCCESS FACTORS**

### **KNOWLEDGE OF CRITICAL ELEMENTS OF THE JOB**

- ~ Knowledge of developmentally appropriate practices
- ~ Knowledge of how children learn through multiple intelligences
- ~ Knowledge of child growth and development
- ~ Knowledge of effective teaching strategies and interventions
- ~ Knowledge of strength based/relationship based service to families
- ~ Knowledge of societal and environmental stresses affecting families

### **COMMUNICATION**

- ~ Demonstrate the ability to establish positive relationships that generate a strong feeling of honesty, integrity, and reliability
- ~ Demonstrates a positive attitude that is reflected in your behavior and treatment of others
- ~ Ability to *act* in difficult situations versus *react*
- ~ Listens to hear what the other person is saying and/or feeling without judgment
- ~ Sends verbal and nonverbal messages which are clear, complete, and respectful
- ~ Written communication skills which are clear, legible, and suited to the level of the receiver

### **EFFECTIVE TEAM MEMBER**

- ~ Maintains a positive work environment – even when circumstances are adverse
- ~ Actively contributes to the good of the team – a willingness to do “anything” it takes to help the other person/program
- ~ Awareness of all Head Start job roles; respecting and supporting each team member
- ~ Believes in and demonstrates support for the Head Start Mission, Vision, and Values
- ~ Demonstrates effective problem solving skills to resolve issues

### **ORGANIZATIONAL SKILLS**

- ~ Schedules and plans time in order to complete duties of the job in a timely and efficient manner
- ~ Completes record keeping following program requirements
- ~ Monitors effectiveness of plans and schedules and adapts as needed

### **PROFESSIONALISM**

- ~ Works to establish and maintain a positive public image for Head Start
- ~ Honors commitments to agencies, families, and staff
- ~ Maintains personal appearance, body language, voice and intonation to support a professional presence
- ~ Maintains appropriate boundaries with others
- ~ Maintains confidentiality of program and client information as identified by the program
- ~ Demonstrates responsibility to continue to learn
- ~ Conscientiously manages program resources
- ~ Demonstrates knowledge of safety practices
- ~ Awareness of and adherence to program/policies and work rules/employee code of ethics

- ~ Regular work attendance and punctuality
- ~ Positively responds to change

## **QUALIFICATIONS**

### **EDUCATION**

- ~ Associate's degree in Early Childhood Education; Bachelor's degree in Early Childhood Education preferred in accordance with Federal Head Start Performance Standard 1302.91(e)(2)(ii)
- ~ Within three (3) months after assuming the position, provide a copy of The Registry certificate in accordance with Wisconsin State Day Care Licensing DCF 251.05(1)(f)4.c **OR** a copy of an active Wisconsin DPI Teaching License with certification to teach Preschool in accordance with Wisconsin State Day Care Licensing DCF 251.05(1)(f)4.i

### **TRAINING**

- ~ Have or successfully complete Shaken Baby Syndrome Prevention training prior to beginning work if providing care and supervision to children under age five (5) in accordance with Wisconsin State Day Care Licensing DCF 251.05(1)(b)
- ~ Obtain and maintain a current certificate of completion for pediatric first aid and cardiopulmonary resuscitation (CPR) within three (3) months after assuming the position in accordance with Federal Head Start Performance Standard 1302.47(b)(4)i(J)\* and every two (2) years thereafter. CPR must include Automated External Defibrillator (AED) in accordance with Wisconsin State Day Care Licensing DCF 251.05(1)(c)
- ~ Have or successfully complete training in the prevention and control of childhood illnesses and infectious diseases, including handwashing procedures and universal precautions for handling body fluids (Bloodborne Pathogens) within the first seven (7) days after assuming the position in accordance to Wisconsin State Day Care Licensing DCF 251.05(2)(a)6 and annually thereafter
- ~ Have or successfully complete training in the recognition of child abuse and neglect within the first seven (7) days after assuming the position in accordance to Wisconsin State Day Care Licensing DCF 251.05(2)(a)8 and annually thereafter
- ~ Completion of a minimum of fifteen (15) clock hours of professional development per year in accordance with Federal Head Start Performance Standard 1302.92(b)(1)\*  
(hours coincide with Wisconsin State Day Care Licensing requirements)
- ~ Completion of a minimum of twenty~five (25) hours (up to five (5) hours may be counted with independent reading and/or videos) of continuing education per year if working more than twenty (20) hours a week or fifteen (15) hours (up to two and a half (2.5) hours may be counted with independent reading and/or videos) of continuing education per year if working less than 20 hours a week in accordance with Wisconsin State Day Care Licensing DCF 251.05(2)(c)(1), (2), and (9)  
(hours coincide with Federal Head Start Performance Standard requirements)
- ~ Have or successfully complete the Wisconsin DPI Medication Administration Certificate for oral administration within three (3) months after assuming the position in accordance with Federal Head Start Performance Standard 1302.47(b)(4)(C) and every four (4) years thereafter in accordance with Wisconsin Statute Section 118.29(6)(a) (<https://wi.train.org/DesktopShell.aspx>)
- ~ Have or successfully complete the Non~Violent Crisis Intervention training within one (1) year after assuming the position

### **KNOWLEDGE**

- ~ For bilingual families: an appropriate knowledge base, experience, and appreciation of the language and culture of the specific population being served as required in accordance with Federal Head Start Performance Standard 1302.90(d)(1)\*
- ~ Demonstrated skill and knowledge in utilizing computer software such as e-mail, Microsoft Word, along with the ability to complete program forms on-line

### **OTHER REQUIREMENTS**

- ~ Demonstrated ability to carry out the physical demands of the position
- ~ Ability to lift up to 50 lbs., move quickly in response to an emergency, sit on the floor and child-size furniture
- ~ Valid Driver's License with one (1) year of driving experience
- ~ An adequately insured personal vehicle for providing services as required; company car provided when available
- ~ Provide documentation of valid personal vehicle insurance

- ~ Complete a Staff Health Report ~ Licensed Child Care Centers (DCF~F~CFS0054) physical, or comparable physical exam, to include a TB Test, within one (1) month from assuming the position or have completed within the last twelve (12) months prior to assuming the position in accordance with Wisconsin State Day Care Licensing DCF 251.05(1)(L) and periodically thereafter in accordance with Federal Head Start Performance Standard 1302.93(a)\*
- ~ Position is contingent upon successful completion of the Wisconsin Background Information Disclosure check and for all states resided in within the last three years as required/needed and annually thereafter in accordance with Wisconsin State Day Care Licensing DCF 251.04(5)(a)2 and the 2009 Wisconsin Act 76
- ~ Position is contingent upon successful completion of the Sex Offender Registry in accordance to Wisconsin Statute 46.685(2)(b)(2)
- ~ Position is contingent upon successful completion of the following background check requirements in accordance with Head Start Performance Standard 1302.90(b)(1) through (5) prior to hire and every five (5) years thereafter\*:
  - ~ State or tribal criminal history records, including fingerprint checks
  - ~ Federal Bureau of Investigation criminal history records, including fingerprint checks
  - ~ Child abuse and neglect state registry check
  - ~ Sex offender registry check

***\*Effective November 7, 2016***

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## **FUNCTIONAL REQUIREMENTS**

**N (Not Applicable)** ~ Activity is not applicable to this position.

**O (Occasionally)** ~ Position requires this activity up to 33% of the time (0-2.5+ hrs/day)

**F (Frequently)** ~ Position requires this activity from 33%-66% of the time (2.5-5.5+ hrs/day)

**C (Constantly)** ~ Position requires this activity more than 66% of the time (5.5+ hrs/day)

PHYSICAL DEMANDS				LIFT/CARRY		PUSH/PULL	
Sit	F	Kneel	F	10 lbs or less	F	12 lbs or less	O
Stand	F	Reach	F	11-20 lbs	F	13-25 lbs	O
Walk	F	Grasp	F	21-50 lbs	O	26-40 lbs	O
Climb	O	Computer Work	F	51-100 lbs	O	41-100 lbs	O
Bend	F	Drive a Vehicle	F	Over 100 lbs	N		
		Floor/Foot Controls	F				

CESA 11 Head Start has reviewed these functional requirements to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. CESA 11 Head Start reserves the right to change these functional requirements and/or assign tasks for the employee to perform, as CESA 11 Head Start may deem appropriate.

**I HAVE READ AND RECEIVED A COPY OF MY JOB DESCRIPTION ON THE DATE INDICATED BELOW. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ AND BECOME FAMILIAR WITH MY JOB DESCRIPTION AND ANY SUBSEQUENT CHANGES THAT I RECEIVE. I UNDERSTAND THAT CESA 11 HEAD START MAY ADD TO, DELETE, CORRECT OR UPDATE ANY OR ALL OF THE INFORMATION IN THE JOB DESCRIPTION IN ACCORDANCE TO CHANGING PERFORMANCE STANDARDS, POLICIES, PROCEDURES AND REGULATIONS. THE JOB DESCRIPTION IS NOT NECESSARILY A LIST OF THE ENTIRE RESPONSIBILITIES FOR THE POSITION BUT A SUMMARY OF THOSE THAT ARE OF PRIMARY IMPORTANCE.**

**I FURTHER UNDERSTAND THAT THIS JOB DESCRIPTION DOES NOT CREATE ANY CONTRACTUAL OBLIGATIONS BETWEEN CESA 11 HEAD START AND MYSELF. NO VERBAL REPRESENTATIONS MAY BE DEEMED TO ALTER OR OPPOSE THE CONTENT AND INTENT OF THE JOB DESCRIPTION.**

**BY ENTERING MY NAME BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS AND CONDITIONS LISTED ABOVE, AND THAT DOING SO WILL ACT AS MY SIGNATURE, WHETHER WRITTEN OR ELECTRONIC, AND WILL LEGALLY BIND ME TO THE ABOVE INFORMATION.**

**Employee Signature** /s/\_\_\_\_\_

**Date Signed** \_\_\_\_\_